

Shaheed Bhagat Singh State Technical Campus Ferozpur

Ref No. SBS/FZR/COE/07

Date:04/09/2015

All AD's /DA/Dean PG/HOD's

Sub: Procedure for filling of Examination forms for Examination Nov, 2015

It is to bring to your notice that Examinations for the current session are commencing from 21st Nov, 2015. *This time the exam forms are to be filled through intranet site available at 172.16.0.10 and NOT ON PTU WEBSITE.* The procedure for form filling is as given below:

1. Regular exam forms: The forms are to be filled by respective departments and not by the students individually.
2. The students of old batches i.e. 2008 to 2010 batches should contact their HODs for login creation after 7/9/15.
3. Re-Appear Exam Forms: The student is required to fill the form individually by following the steps given below:
 - a. Deposit the requisite reappear fees and keep the receipt ready.
 - b. Visit the intranet site 172.16.0.10
 - c. Your login is your university Roll No. Your password is to be obtained from the respective HOD.
 - d. After logging in Go to tab *Exam Forms*.
 - e. Select the option **Personal Information** and update the information. Please note that it is mandatory to upload your photograph and mention your Email ID in this information. **Submit** the data.
 - f. From the tab *Exam Forms* select the option **Re-appear Subjects**.
 - g. A new window opens. Select semester for which you want to appear for re-appear examination.
 - h. Select the relevant subject/course, select the option internal/external and **ADD** subject. The added subject appears in a form of table.
 - i. Repeat for different subjects.
 - j. You have an option to delete a wrong entry from the table of subjects chosen.
 - k. Enter the date and receipt number, vide which you have paid the examination fees.
 - l. Submit the form. A message is displayed confirming that form is submitted and NOT LOCKED.
 - m. Visit the HOD and deposit your original receipt and get the form locked.
 - n. Get the admit card issued from HOD.

Deputy Controller (S & C)

Controller of Examinations

Copy to:

- Director, for kind information.
- All HODS/Associate Director (MBA/MCA) to provide intimation to the students.
- Dean Academics
- Dean PG Studies
- All CNB/HNB